City of Bloomington Common Council
Jack Hopkins Social Services Funding Committee

04 March 2019

Dear Social Services Agency:

The City of Bloomington Common Council's Jack Hopkins Social Services Funding Committee invites social services agencies serving the needs of City of Bloomington residents to apply for 2019 grant funding. This year, the Committee has $305,000 (plus reverted funds) to distribute. Each year, the Mayor and City Council have increased funding for the Jack Hopkins initiative. Indeed, since 1993, the Jack Hopkins Committee has granted approximately $4.15 million to social service agencies who serve our community's most vulnerable residents.

As funding for the Jack Hopkins program has steadily increased over the years, so too has our responsibility to be good stewards of this fund – a fund enabled by local taxpayer dollars. As stewards of these dollars, we strive to fund projects that have the potential for lasting change -- projects that will improve the human condition of Bloomington residents in the long run. Please be advised that, depending on the strength of the applicant pool, the Committee may not distribute all of its available funding.

To be eligible for consideration, any proposal must meet the following criteria:

1)   **Address a previously-identified priority for social services funding**.
The need should be documented in the _Service Community Assessment of Needs_ (SCAN), City of Bloomington, Housing and Neighborhood Development Department's _2015-2019 Consolidated Plan,_ or any other community-wide survey of social service needs. High funding priorities include emergency services (food, shelter or healthcare) or other support services to City residents who are: low-moderate income, under 18-years old, elderly, affected with a disability, or are otherwise disadvantaged.

2) Function as a one-time investment.
Hopkins grants are intended to be a one-time investment. This restriction is meant to encourage innovative projects and to allow the funds to address changing community circumstances. While the Committee may provide operational funding for pilot, bridge efforts, and collaborative initiatives, an agency should not expect to receive or rely on the Hopkins fund for on-going costs (e.g., personnel) from year to year.

Continued Allowance for General Operational Funds
Please note that the Committee recognizes the growing need for operational funds that do not fit one of the aforementioned exceptions. For that reason, this year -- in addition to accepting applications for operational funds for pilot, bridge, or collaborative programs -- the Committee is again accepting applications for operational funds that *do not* meet one of the exceptions to the one-time funding rule. However, know that preference will still be given to initiatives that are one-time investments. Know further that this new allowance is specific to the 2019 funding cycle; the Committee may not offer this allowance in 2020.
- Be advised that the Committee will not accept applications from agencies two years in a row for the same operational expense.
- As always, any request for operational funds must be accompanied by a well-developed plan for future funding.

3) Leverage matching funds or other fiscal mechanisms.
Other fiscal mechanisms might include things like number of volunteers or volunteer hours devoted to the proposed project, working in partnership with another agency, and/or other in-kind donations.

4) Make a broad and long-lasting contribution to our community.
As articulated by Jack Hopkins, the co-founder of this program: "[P]riority should be given to projects or programs where investments now will have a positive, long-term spillover effect (such as reduced susceptibility to…diseases, decreased absences from school, reducing lost time from work, [alleviating the effects of poverty]…etc.)." Historically, this criterion has excluded funding events or celebrations.

COLLABORATION – TWO APPLICATIONS ALLOWED
The Committee continues to accept applications for collaborative projects that address community-wide social problems and more efficiently meet the needs of social service agencies and agency clients. Note that if you are submitting a collaborative application, you may submit <u>two</u> applications – an individual application on behalf of your agency and another as part of your collaborative proposal. If submitting an application for a collaborative project, note that applicants must submit a MOU as part of their application.

ELABORATION OF CRITERA
Over time, the Committee has refined each criterion. A detailed explanation of criteria is provided in the Committee's *Elaboration of Criteria*, posted on the Committee's webpage. http://bloomington.in.gov/jack-hopkins. Agencies are strongly encouraged to review this document.

OTHER REQUIREMENTS

In addition to satisfying the Jack Hopkins criteria, to be eligible for funding an application must meet the following requirements:

- Hopkins funds are intended to be put to work in the community as soon as possible. For that reason, agencies must submit final claims no later than <u>December 3, 2019</u>.

- The program for which funding is sought **must primarily benefit City residents**.

- The application must request a minimum of $1,000.

- The applicant must be a 501(c)(3), or be sponsored by one. In the event the applicant is sponsored by a 501(c)(3), the sponsoring agency must provide a letter acknowledging its fiscal relationship to the applicant. All new applicants are required to submit 501(c)(3) documentation.

- One application per agency, unless participating in a collaborative project.

HOW TO APPLY

To be eligible for consideration, your agency **<u>must</u>** submit the following. Applications that are missing any of the following required information will be eliminated from further consideration.

- ✓ **COMPLETED APPLICATION FORM**. Electronic forms are available at: http://bloomington.in.gov/jack-hopkins.

- ✓ **PROJECT BUDGET DETAILING THE USE OF HOPKINS FUNDS**

- ✓ **A YEAR-END FINANCIAL STATEMENT** including fund balances, total revenue and expenditures

- ✓ **SIGNED, WRITTEN ESTIMATES** if an agency is seeking funding for capital improvements

- ✓ **A MEMORANDUM OF UNDERSTANDING** signed by all agencies participating in an application for a Collaborative Project

- ✓ **501(c)(3) DOCUMENTATION FOR ANY FIRST-TIME HOPKINS APPLICANT**
  Agencies who have previously applied from Jack Hopkins funding do not need to provide this documentation.

APPLICATION DEADLINE
MONDAY, 01 APRIL 2019, 4:00 PM

Submit a complete application to
council@bloomington.in.gov

While electronic submissions are strongly encouraged, applicants may also deliver or mail their applications to the Council Office: Suite 110, 401 N. Morton

No late applications accepted.

LIVING WAGE REQUIREMENTS:

Some not-for-profit agencies receiving Jack Hopkins Funds are subject to the City's Living Wage Ordinance, *Bloomington Municipal Code* §2.28. For 2019, the Living Wage is $13.00 an hour, of which $1.95 may be in form of health insurance to the covered employee. An agency is subject to the Living Wage Ordinance, **only if all three** of the following are true:

1) the agency has at least **15 employees;** *and*
2) the agency **receives $25,000 or more** in assistance from the City **in the same calendar year**; *and*
3) at least $25,000 of the funds received are for the **operation of a social services program**, not for physical improvements.

An agency who meets all three criteria is not obligated to pay the full amount of the living wage in the first two years they received assistance from the City; instead they are subject to a phase-in requirement. Please visit *Living Wage FAQs for Non-Profits* to learn more.

☞ HELPFUL HINTS

- **Consult the Application Checklist**

- **Attend the Technical Assistance Meeting**
  Tuesday, 19 March, 4:00pm, Hooker Room (#245)
  While attendance at the Technical Assistance Meeting is not required, it is strongly encouraged for new applicants and for those agencies whose applications have not been successful in the past. Bring your questions.

- **Read the *Elaboration of Criteria*** as posted on the Committee's webpage. This document provides further explanation of the Committee's funding criteria. Agencies whose proposals are not successful sometimes fail because the proposal runs afoul of a rule in this document.

- **Keep your application clear and concise**. Remember, in some years, Committee members have had as many as 50 applications to review.

- **Applications should be self-explanatory and self-contained** (i.e., no need for staff follow up; **no** addenda accepted after the deadline)

- **Review an example of a well-written application** as posted on the Committee's webpage.

- **Peruse other successful applications** as posted on the Committee's webpage.

2019 JACK HOPKINS SOCIAL SERVICES FUNDING SCHEDULE

Technical Assistance Meeting (attendance optional)	Tuesday, 19 March 2019, 4:00 pm Hooker Room (#245)
APPLICATION DEADLINE	**MONDAY, 01 APRIL 2019, 4:00 PM**
Invited Agencies Present Applications *Failure to attend this meeting may be grounds for disqualification of your application.* <u>Note</u>: This year, agencies will make their presentations in <u>reverse</u> alphabetical order.	Thursday, 02 May 2019, 5:30 pm Council Chambers (#115)
Committee Recommends Allocation of Funds (attendance optional)	Monday, 13 May 2019, 5:30 pm, McCloskey
Agencies sign Funding Agreements	early June 2019
Common Council Acts on Committee Recommendations (attendance optional)	Wednesday, 12 June 2019
HAND Technical Assistance Meeting for Grantees On Claims & Reimbursements	Tuesday, 18 June 2019, 8:30 am McCloskey Room (#135)

ABOUT THE JACK HOPKINS COMMITTEE

The Committee is composed of five members of the Bloomington Common Council and two City residents with experience in social services. Councilmembers serving are: Allison Chopra (Chair), Dorothy Granger, Isabel Piedmont-Smith, Andy Ruff, and Susan Sandberg. The citizen appointments are: Kaye Lee Johnson and Nidhi Krishnan.

HELP WITH APPLICATIONS

The application process is designed to be simple. However, if you have any questions, please don't hesitate to give us a call. You can contact the Council Office at 812.349.3409 or Dan Niederman in the Housing and Neighborhood Development Department at 812.349.3512.

Thank you for all you do to make our community a better place!

Sincerely,

/s/ Allison M. Chopra

Allison M. Chopra, Chair
2019 Jack Hopkins Social Services Funding Committee
City of Bloomington Common Council